

IRRIGATION SUPERVISOR

Purpose:

To actively support and uphold the City's stated mission and values. To plan, assign, supervise and coordinate the maintenance of the City's infrastructure systems including, but not limited to, irrigation or storm drain line maintenance, construction and repair activities, as well as staff involved in the administration of related contracts. Perform a variety of technical tasks relative to assigned area of responsibility.

Supervision Received and Exercised:

Receives direction from an assigned area manager and/or other managerial staff.

Exercises direct supervision over assigned staff.

Essential Functions:

Duties may include, but are not limited to, the following:

- Select, train, motivate, track, assign, and oversee the work of staff; establish schedules and methods for work performed; and ensure adherence to proper workgroup procedures and policies;
- Provide pro-active performance planning through ePerformance; utilize the ePlan
 to formalize performance goals, outline professional development plans, and
 discuss job competencies; utilize the eLog as an electronic dialogue tool and
 communication resource for transparent documentation;
- Maintain effective and consistent one on one dialogue with all employees on a regular basis;
- Review organizational goals and objectives; establish and discuss job duties and performance expectations; set performance goals;
- Recommend and assist in the implementation of goals and objectives; implement policies and procedures.

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Irrigation Supervisor (continued)

- Determine equipment an supply needs; evaluate and monitor equipment performance; requisition supplies and materials; and make routine and emergency purchases as required;
- Respond to requests and inquiries from the general public; investigate complaints and recommend corrective action as necessary to resolve complaints;
- Coordinate irrigation/storm drain maintenance activities with other divisions and departments as well as outside agencies and contractors;
- Ensure proper water shut downs during irrigation/storm drain construction and maintenance activities as well as emergency irrigation and storm drain breaks;
- Arrange for photographic and videotaping services of irrigation system components for evaluation by contractors and staff. Ensure required federal safety guidelines are met;
- Coordinate and perform investigations and inspections of storm drain, and irrigation system infrastructure;
- Establish and maintain a computer-based operation and maintenance program for the City's irrigation system;
- Negotiate resolutions of problems and contractual agreements, both internal and external to the organization;
- Design and maintain customer service data, publish Irrigation Newsletter and maintain Irrigation web page;
- Provide information to mapping staff to ensure proper mapping of underground irrigation/storm drains and related records;.
- Check facilities and equipment for needed maintenance and repairs; implement and monitor a preventative maintenance program;
- Prepare work section budget; monitor, review, approve and control expenditures including purchases;
- Inspect the work of crews while in progress and upon completion;
- Schedule and coordinator water orders with SRP for irrigation runs;
- Operate and maintain data in various computerized systems and accurate records of work performed, materials used, and associated work;

Effective February 2000
Revised August 2001
Revised April 2002 Certificates
Revised April 2006 (Exempt to Non-Exempt Status & title change – from Water Systems Supervisor)
Revised Feb 2011 (Revised Driver's license requirement)
Revised March 2013 (Revised job duties and MQ's)

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Irrigation Supervisor (continued)

Perform work and operate a variety of equipment as required utilizing proper safety

precautions related to all work performed;

Delegate tasks to the appropriate staff;

Develop and maintain robust asset management plan;

Perform related duties as assigned.

Minimum Qualifications:

Experience:

Three years of increasingly responsible water system maintenance, installation and repair experience or experience related to the core functions of this position. One year of lead or supervisory responsibility is required.

Education:

Equivalent to the completion of an Associate's Degree in a field related to the core duties of the position.

Licenses/Certifications:

Requires the possession and maintenance of a valid driver's license.

Possession of Arizona Department of Environmental Quality (ADEQ) Wastewater Collection and/or Water Distribution Certifications is preferred.

Examples of Physical and/or Mental Activities:

Lift heavy objects up to 50 pounds.

Operate city vehicles such as full size pick-up trucks

Use tools (i.e. hammers, wrenches, shovels, saws, wheel barrels, etc.)

Climb stairways, ladders, and work on elevated structures

Traverse uneven surfaces

Other physical labor essential to the classification

Operates computers, calculators and other office machines

Work out-of-doors in inclement weather

Exposure to heat, cold, dampness, dust, pollen, odors, fumes, etc.

May require working extended hours

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CITY OF TEMPE Irrigation Supervisor (continued)

• May work alone for extended periods of time

Competencies:

(Pending)

Job Code: 265

Status: Non-Exempt / Classified